Asphalt Lab Manager

General Description

The Asphalt Lab Manager will lead and manage the laboratory staff to accomplish operational objectives and goals in coordination with the Quality Control Manager.

Key Duties

- Direct and assist in the daily work assignments of the laboratory staff to insure timely sampling and testing in accordance with the requirements of the Quality Management System and all Quality Control Plans to meet production and shipping schedules.
- Perform document review of test reports, worksheets and all relevant testing records used and produced by the laboratory staff.
- Manage the daily laboratory work flow, including laboratory housekeeping, expired sample rotation and waste disposal.
- Serve as the next in command for the Quality Control Manager in his/her absence.
- Maintain adequate inventory control for all laboratory supplies and consumables, and report any reorder and procurement needs for these items to the Quality Control Manager.
- Insure all daily equipment verifications are performed as required by the Quality Management System.
- Perform or oversee the calibration of all laboratory equipment and insure that all laboratory equipment is functional and within calibration standards as described in and in compliance with the Quality Management System document.
- Assist all agency department personnel in their required sample collections efforts, and provide any agency requested support during their visits to our facilities.
- Communicate with plant personnel as necessary to facilitate timely sampling and testing of products and the flow of information.
- Attend and complete training as required (company, certification, etc.).

Qualification Requirements

- **General**. To perform this job successfully, an individual must be able to perform each Key Duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Education and Experience**. This position typically is not an entry-level job, as it requires demonstrable previous experience as a Laboratory Manager.
  - Proficiency in Microsoft Excel, Word, Outlook and Power Point.
  - Commensurate experience in the testing of asphalt emulsions is required.
  - Familiarity with AASHTO and ASTM specifications for asphalt emulsions, asphalt materials and testing.
  - Knowledge of bitumen rheology and related AASHTO specifications.
  - Possess a working understanding of statistical process control.

- •   Ability to lead a team to accomplish department tasks and goals.
- •   Analytical and problem-solving skills.
- **Physical Demands**. The following physical demands are representative of those that must be met by a Laboratory Manager to successfully perform the essential functions of this job.
  - •   Constant physical effort, including standing, is required during a regular work shift of at least eight hours per day.
  - •   Frequently walk on uneven surfaces, including natural ground in varying weather conditions.
- **Work Environment**. The work environment characteristics described below are representative of those that a Laboratory Manager encounters while performing the essential functions of this job.
  - •   Work is performed predominantly indoors.
  - •   Work environment periodically exposes the employees to high levels of noise, grease, and dust that is typically associated with a construction project.

Company Benefits

- •   Medical & Vision Insurance
- •   Dental Insurance
- •   Basic Life and AD&D Insurance
- •   Short Term Disability
- •   Voluntary Term Life
- •   Long Term Disability
- •   Sick Leave
- •   Paid Vacation & Holiday Pay
- •   401(k) Plan
- •   Additional Benefits including wellness coaching, etc..

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